

# Enrolment Agreement

## Sunshine Christian School



This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Sunshine Christian School.

### **Rationale:**

Sunshine Christian School enrolment shall be open (so far as resources permit) to the families of the local community regardless of economic situation, religious affiliation, race, or gender, provided that parents or guardians sign to support the aims and objectives of the school.

All enrolments are subject to the full acknowledgement of parents or guardians that Sunshine Christian School is a School of the Lutheran Church of Australia and its philosophy and actions are in keeping with LCA doctrine.

Sunshine Christian School is committed to an open enrolment policy that is consistent with our Mission, Values and Vision and all applicable State and Commonwealth Laws, including anti-discrimination legislation.

The Principal shall have discretion within the enrolment policy to ensure the continuation of a quality education at Sunshine Christian School

### **Responsibility of student to:**

- adhere to the vision, mission and ministry of the school
- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations as outlined in the school's Student Wellbeing Policy, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform
- respect school property
- abide by the Library Borrowing Agreement
- abide by the ICT and Internet Policy
- abide by the Sport Code of Behaviour for students
- abide by the Student Code of Conduct

### **Responsibility of parents to:**

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend parent meetings, interviews and open sessions
- notify the school if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details
- abide by the Sport Code of Behaviour for parents
- abide by the Parent Code of Conduct

**Responsibility of school staff to:**

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Wellbeing Policy and the Student Uniform Guidelines
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with the Complaints Resolution Policy
- treat students and parents with respect.

**Supporting documentation:**

- Enrolment Policy
- Parent Code of Conduct
- Student Code of Conduct
- Student Wellbeing Policy
- Parent Handbook
- Chaplaincy Services Letter
- Chaplaincy Services Consent Form
- Complaints Resolution Policy
- School Fee Schedule
- Fee Billing and Collection Policy
- ICT and Internet Policy
- ICT Consent Form
- Library Consent Form
- Local excursion Consent Form
- Photo Usage Consent Form

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Sunshine Christian School:

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